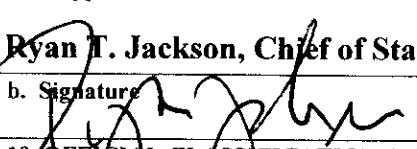
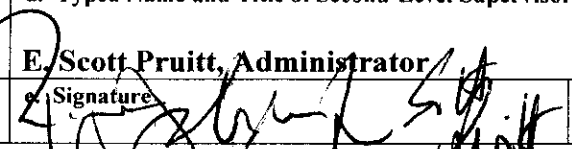



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPG503606	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Position previously occupied by Veronica Burley					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Press Secretary	GS	0301	12	
4. Supervisor's Recommendation	Press Secretary	GS	0301	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE BLOCK, MOLLY			
		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. Office of Public Affairs		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0GF00000\			
8. SUPERVISORY STATUS					
<p><input type="radio"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p><input type="radio"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p><input type="radio"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p><input type="radio"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p><input type="radio"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="radio"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan T. Jackson, Chief of Staff			E. Scott Pruitt, Administrator		
b. Signature		c. Date	e. Signature		f. Date
		10/23/17			10/23/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="radio"/> 1. Low <input type="radio"/> 2. Moderate <input checked="" type="radio"/> 3. High Security Clearance Required: Yes <input checked="" type="radio"/> NO	c. Financial Disclosure Form <input type="radio"/> OGE-450 Required <input checked="" type="radio"/> OGE-278 Required No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	e. FLSA Determination <input type="radio"/> NONEXEMPT <input checked="" type="radio"/> EXEMPT* (*check exemption category) <input checked="" type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive	f. Functional Classification Code	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties (0 % of time) <input type="radio"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 10/24/17
11. REMARKS					

PRESS SECRETARY
GS-0301-12

INTRODUCTION

Press Secretary for the Office of Public Affairs reports through the Deputy Associate Administrator and the Associate Administrator for Public Affairs, as well as other senior officials on press relations and other communications aspects of the Agency's programs and activities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for planning, organizing, and carrying out program assignments to maintain, improve, or create systems and processes directly related to the activities and events associated with the press. Applies practical knowledge and skill to identify new methods, approaches, or procedures to eliminate and avoid all negative concerns, issues, and/or perspectives regarding the operations of staff throughout the Office. This may require working with the press, radio, TV, and other information media to make the public aware of EPA and to encourage participation and support of the Agency's aims and goals. Works closely with senior staff members to ensure changes and set timeframes are feasible, effective, and timely. Outcomes are expected to create immediate results and have long-term impact.
2. Coordinates the development of strategic plans to inform the media and the public of press events for the Administrator. Recommends options for addressing future press activities, ensuring they combine the most appropriate mix of speaking platforms, media events, and other activities in accordance with the principal theory, practical procedures, or program milestones. Initiate necessary change in plans to avoid negative reactions and situations that may cause considerable embarrassment to the Agency.
3. Prepares news releases and other informational material on established policies and guidelines. The incumbent will consult with the supervisor to interpret and adapt these policies and guidelines to meet specific circumstances.
4. Works with representatives of the various media to make it possible for the public to obtain information about the Agency's activities, encouraging these representatives to use the material produced by the Agency. Assists reporters, editorial writers, and newspaper columnists in the preparation of material related to EPA programs. Follows public reaction to activities of the Agency through local press comments and by means of discussion with representatives of local media and organized groups. Incumbent reports findings and conclusions to program officials and the supervisor.
5. Maintains ongoing liaison with the organizations within EPA, the White House, other Federal agencies, and key officials in State, local, and tribal governments to maintain an effective rapport and to exchange information and promote cooperative interchange of concepts and

ideas. In such dealings, represents the Office of Public Affairs with respect to communication, planning, and press relations. Acts as a source of information to keep the Associate Administrator, the Deputy Associate Administrator, and other senior level officials informed of significant happenings and trends.

6. Participates with the Deputy Associate Administrator and other senior level officials in the press relations aspect of Agency actions. Incumbent is responsible for calling to the attention of the superiors any potential cause for inefficiency and/or ineffectiveness of Agency public information programs and makes recommendations for corrective action.
7. Attends and participates in meetings with and for the Deputy Associate Administrator and other senior level officials, including those that may be scheduled with senior Agency staff, representatives of other Federal agencies, representatives of foreign governments, public interest groups, etc. In consultation with the appropriate senior staff officials, ensures the advancement of the Administrator's interests with these entities.
8. Serves as a major contact with respect to communications, planning, and press relations at meetings within the Agency, Regional offices, the White House, OMB, and other Federal agencies, to maintain an effective working relationship and to promote a cooperative interchange of concepts and ideas.
9. Keeps abreast and serves as a source of information for the Associate Administrator and other senior staff, to keep parties informed of significant and current happenings and trends.
10. Coordinates press interviews for the Administrator and other senior EPA officials. Works closely with EPA officials to prepare press briefings, background materials, and talking points for the Administrator on areas considered of sensitive nature.
11. Performs other duties as assigned.

FACTOR 1: KNOWLEDGE REQUIRED - LEVEL 1-7

1250 POINTS

This position requires knowledge of the substantive programs of the Agency as they relate to the Deputy Associate Administrator and Associate Administrator for Public Affairs and the Office of the Administrator.

The employee must have a comprehensive knowledge of the Agency's policies and views on all significant matters affecting the organization. The employee, after ascertaining the nature of a particular issue(s), will develop background information and present it to the Deputy Administrator and Associate Administrator. This may, on occasion be coordinated and/or incorporated with press briefings and talking points for the Administrator.

Knowledge of the duties, priorities, commitments, policies, and goals of Associate Administrator and Deputy Associate Administrator is sufficient to perform non-routine assignments such as

assembling information for media related tasks and events, this includes reports, letters, composing correspondence, assisting reporters, editor writers, and newspaper columnist in the preparation of materials related to EPA programs. not requiring technical knowledge, and independently noting and following up on commitments.

FACTOR 2: SUPERVISORY CONTROLS - LEVEL 2-4

450 POINTS

This position will report to the Deputy Associate Administrator and the Associate Administrator for Public Affairs, as well as other senior officials on media relations and other communications aspects of the Agency's program and activities. The incumbent is free to select and complete the course of action which, in his judgment, will produce the desired results. Detailed review of his/her decisions and judgments is neither feasible nor contemplated and, in most instances, the only guides are the known precedents set by past decisions or actions of the Administrator which must be interpreted to apply to specific situations.

The incumbent works under broad guidance and principles established by senior management within the Office of Public Affairs, and is fully responsible for operating under own initiative according to the day-to-day management decisions. Completed projects, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's immediate office by staff and line management officials whose programs and employees would be affected by implementation.

FACTOR 3: GUIDELINES

LEVEL 3-4

450 POINTS

The employee uses very broad policy statements which requires considerable adaptation and/or interpretation for application to issues and problems studied. The employee must use judgment and initiative in researching studies, in establishing and determining the relationships between guidelines/methodologies and organizational efficiency, program, effectiveness, or employee Productivity.

FACTOR 4: COMPLEXITY

LEVEL 4-4

225 POINTS

The incumbent studies, analyzes, and develops various methods to improve the accuracy, adequacy, and timeliness of information. Assignments generally involve the multi-facet concepts of organizational management, work processes, or functions that may or may not be interrelated. The work requires detailed planning to conduct information gathering, interpretation of administrative record and reports, correlation of information to corroborate facts and coordination with management representatives. Originality is required in applying general Agency guidelines to specific Office of the Administrator mission and goals.

SCOPE AND EFFECTS**LEVEL 5-4****225 POINTS**

Studies, analyzes, and develops methods/procedures to improve the effectiveness, quality and efficiency of the program operations within the Office of the Administrator. Completed work contributes to the effectiveness, efficiency, and productivity of the Office of the Administrator, as well as the Agency.

FACTOR 6: PERSONAL CONTACTS**LEVEL 6-4****110 POINTS**

Personal contacts are with high ranking officials from within and outside the Agency at national and international levels in highly unstructured settings. Contacts are characterized by problems such as the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; etc. Contacts may be conducted under different ground rules as applicable.

PERSONAL CONTACTS**LEVEL 7-1****50 POINTS**

Contacts are with persons inside and outside the Agency. Contacts within in the Agency include the Associate and Deputy Associate Administrators, Division Directors, senior managers, and other officials. Outside contacts include program officials, business executives, contractors, and other officials of other agencies/organizations, press organizations and the media.

FACTOR 8: PHYSICAL DEMANDS**LEVEL 8-1****5 POINTS**

The incumbent's work requires some walking, standing, bending, and carrying light objects such as books and papers.

FACTOR 9: WORK ENVIRONMENT**LEVEL 9-1****5 POINTS**

The work includes the every day risks and discomforts typical of offices and conference rooms.

TOTAL POINTS: 2770 = 65.12